

## **VACANCY CHECKLIST PACKET**

***PLEASE REVIEW THE VACANCY CHECKLIST BEFORE  
YOU BEGIN THE INTERVIEWING PROCESS.***

## VACANCY CHECKLIST

**PLEASE ENSURE THE FOLLOWING ITEMS ARE COMPLETED BEFORE RETURNING FOLDERS TO THE OFFICE OF HUMAN RESOURCES. INCOMPLETE INFORMATION CAN AND WILL RESULT IN A DELAY IN THE PROCESS.**

1. \_\_\_\_\_ I have read and understand the guidelines for avoiding legal pitfalls when interviewing job candidates. Please initial.
2. \_\_\_\_\_ **\*You must send an interview invitation from your division to interviewee confirming the interview time and date. To view and prepare the invitation, please click on the link below. All invitations may be sent via U.S. mail or e-mail to interviewees. Send copies of all invitations to HR.**  
  
[www.scdps.org/ohr/hrforms/employment/Interview%20Letter09042008.dot](http://www.scdps.org/ohr/hrforms/employment/Interview%20Letter09042008.dot)
3. \_\_\_\_\_ Applicant evaluation form must be completed on all applicants interviewed.
4. \_\_\_\_\_ Print names of applicants interviewed and selection along with the proposed salary and effective date on the applicant roster sheet.
5. \_\_\_\_\_ **\*Three (3) personal reference checks and one (1) employment reference check must be completed on selected candidate (not required for current employees).**
6. \_\_\_\_\_ If selected candidate indicates that he or she has a college degree on the State Application, you must submit a copy of the transcript.
7. \_\_\_\_\_ NCIC/DL check form must be completed on selected candidate (not required for current employees).
8. \_\_\_\_\_ All elements of the selection process will be administered, scored, evaluated and interpreted in a uniformed manner. All applicants must be asked the same questions during the interview.
9. \_\_\_\_\_ Interview questions and **written** responses to questions of all applicants interviewed must be submitted.

***If this position is a Band 6 or above, you MUST have a panel of at least 2 people for the interview process!***

**\*Required by CALEA**

**If you have any questions, please contact Ms. Anna Brown at (803) 896-7854.**

## Guidelines for Avoiding Legal Pitfalls

### What You CAN Ask:

### What You CANNOT Ask:

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#### Gender:

- What are your plans for raising a family?
- How many children do you have?
- What are the ages of your children?
- What are your child care arrangements?
- What does your husband do for a living?
- Are you married?
- What are your marriage plans?

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#### Race:

- What is your race?

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#### Age:

- What is your birth date?
- How old were you when you graduated?
- How do you feel about working with someone younger than you?
- How well do you get along with younger people?

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#### National Origin:

- What languages do you speak, read, or write fluently?
- Does your visa permit work in the United States?
- How did you learn to read, write, or speak (another language)?
- Where were you born?
- What is your spouse/parents' nationality?
- What organizations do you belong to/are active in?

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#### Religion:

- What is your religion?
- What are your religious/spiritual beliefs?
- Do you attend church/synagogue regularly?
- What church/synagogue do you attend?

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#### Disability:

##### *Questions about specific job-related functions, e.g.,*

- Can you [do specific task]?
- Are you able to perform [specific task] with or without an accommodation?

##### *Any general questions about a candidate's physical or mental condition, such as:*

- Have you ever been hospitalized?
- Have you ever been treated for a mental disorder/drug addiction/alcoholism?
- Have you ever filed for worker's compensation benefits?

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#### General Topics to Avoid with All Candidates:

- Arrest record
- Hobbies and activities outside of work
- Opinions regarding unions
- Information about military discharge
- Wage garnishments and bankruptcy

## APPLICANT EVALUATION FORM

Applicant's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

1. List critical job requirements for the job prior to the interview.
2. Indicate, by circling the appropriate number, the degree to which the applicant meets each critical job requirement.

Critical Job Requirements	Below Average (Not as strong as needed)	Good (Meets job needs or minimum requirements)	Very Good (More than meets requirements)
	1 2 3 4	5 6 7	8 9 10
	1 2 3 4	5 6 7	8 9 10
	1 2 3 4	5 6 7	8 9 10
	1 2 3 4	5 6 7	8 9 10
	1 2 3 4	5 6 7	8 9 10
	1 2 3 4	5 6 7	8 9 10
	1 2 3 4	5 6 7	8 9 10
	1 2 3 4	5 6 7	8 9 10

Additional Comments:

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## **PERSONAL REFERENCES**

**(1) Personal Reference:** \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ year(s)    \_\_\_\_\_ month(s)

In what capacity are you associated with this person?

\_\_\_ friend    \_\_\_ relative    \_\_\_ co-worker    \_\_\_ other, specify: \_\_\_\_\_

What do you find most pleasing about this person? \_\_\_\_\_

Please rate the applicant on the following characteristics:

	Excellent	Good	Fair	Poor	Cannot Rate
Dependable					
Trustworthy					
Responsible					
Cooperative					

Additional Comments:

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Selecting Official: \_\_\_\_\_

\_\_\_\_\_ Date

## PERSONAL REFERENCES

**(2) Personal Reference:** \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ year(s)    \_\_\_\_\_ month(s)

In what capacity are you associated with this person?

\_\_\_ friend    \_\_\_ relative    \_\_\_ co-worker    \_\_\_ other, specify: \_\_\_\_\_

What do you find most pleasing about this person? \_\_\_\_\_

Please rate the applicant on the following characteristics:

	Excellent	Good	Fair	Poor	Cannot Rate
Dependable					
Trustworthy					
Responsible					
Cooperative					

Additional Comments:

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Selecting Official: \_\_\_\_\_

\_\_\_\_\_ Date

**PERSONAL REFERENCES**

**(3) Personal Reference:** \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

In what capacity are you associated with this person?

\_\_\_ friend \_\_\_ relative \_\_\_ co-worker \_\_\_ other, specify: \_\_\_\_\_

What do you find most pleasing about this person? \_\_\_\_\_

Please rate the applicant on the following characteristics:

	Excellent	Good	Fair	Poor	Cannot Rate
Dependable					
Trustworthy					
Responsible					
Cooperative					

Additional Comments:

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Selecting Official: \_\_\_\_\_

\_\_\_\_\_ Date

## EMPLOYMENT REFERENCE CHECK

1. Talk to applicant's manager, if possible, instead of Human Resources Department. Managers will usually give you more information.
2. As a minimum, most companies will verify employment dates and job title. Always match this against what the applicant puts on the application.
3. If no work history is listed on the application, contact personal references. Personal references should only be used when employment references cannot be contacted.

**DATE:** \_\_\_\_\_ **APPLICANT'S NAME:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

1. Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Last position held by individual: \_\_\_\_\_

Type of work performed: \_\_\_\_\_

Dates of employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Any supervisory duties: \_\_\_\_\_

If you no longer employ individual, what was his/her reason for leaving? \_\_\_\_\_

Would you rehire? Yes \_\_\_ No \_\_\_

Comments that you feel may help us in making our selection: \_\_\_\_\_

Name & Title of person providing information: \_\_\_\_\_



## MEMORANDUM

To: Ms. Anna Brown

From:

Re: NCIC/DL Check

Date:

Please conduct a NCIC check on the following applicant:

NAME: \_\_\_\_\_

RACE: \_\_\_\_\_ SEX: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DL#: \_\_\_\_\_

Thanks.

**APPLICANT ROSTER SHEET**

<b>APPLICANTS INTERVIEWED</b>	
<b>FIRST NAME</b>	<b>LAST NAME</b>

<b>SELECTED CANDIDATE</b>	
<b>FIRST NAME</b>	<b>LAST NAME</b>

<b>PROPOSED SALARY</b>	<b>EFFECTIVE DATE</b>

**Attention: Interviewers**

**If an internal employee occupying an FTE position is selected for a vacancy within the same pay band as their current position, no salary increase can be awarded.**